CITY OF ANNAPOLIS Schedule No. RECORDS RETENTION AND DISPOSAL SCHEDULE OFFICE OF THE CITY CLERK Item Retention **Description** No. 1. General Correspondence Screen annually and destroy the material that is no longer needed for current Original incoming letters, copies of outgoing business. Retain permanently any material letters, memoranda, studies, reports, directives, that serves to document the origin, development, and accomplishments of the policies, and other materials related to the office. Transfer periodically to the administration of the agency. Maryland State Archives. 2. Minutes of Boards and Commissions These files contain the original approved Minutes Permanent. Transfer periodically to the of the meetings of the various Boards and Maryland State Archives. Commissions. 3. **Boards and Commissions Audio Tapes** These tapes are recordings of Boards and Retain for one year after approval of Commissions meetings from which Minutes are minutes, then destroy. prepared. 4. Agreements These files contain Agreements between the City Permanent. Transfer periodically to the of Annapolis and various individuals/entities. Maryland State Archives. 5. Annexations These files contain Annexation Petitions together Permanent. Transfer periodically to the with supporting and background documents. Maryland State Archives.

Planbe	2/29/00	
Department Director	Date	
Plante	3/10/00	
City City	Date	
Swand C. & goerfus fr	APR 2 7 2000	

Schedule Approved by State Archivist

Date

	CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL	SCHEDULE	Schedule No. M-127
	OFFICE OF THE CITY CLERK		
Item No.	Description	Retention	
6.	Legislation These files contain the original charter amendments, ordinances and resolutions adopted by the City Council together with supporting and background documents, if any.	Permanent. Transfer peri Maryland State Archives.	
7.	Minutes Books These books contain the original approved Minutes of the meetings of the City Council.	Permanent. Transfer peri Maryland State Archives.	
8.	City Code and Supplements The Code and Supplements contain the current local laws of the City of Annapolis. The bound supplement book contains amendments to the Code that have been made throughout the years.	Permanent. Transfer peri Maryland State Archives.	
9.	City Council Audio Tapes These tapes are recordings of City Council meetings from which Minutes are prepared.	Retain one year after appr then destroy.	oval of minutes,
10.	Licenses Current amusement, closing out sale, circus, fortuneteller, pawnbroker, peddler, solicitor, theater, and towing files.	Keep current and one y destroy.	year prior, then
11.	Alcoholic Beverage Control Board - Current and Back-up Files Renewal forms, complaints, inspections, license changes.	Keep until establishmer business, then destroy.	nt goes out of
12.	Election Campaign Fund Reports Report of contributions received and expenditure for an election cycle.	Permanent. Transfer peri Maryland State Archives.	

Instructions - Prepare a separate form	- · · · · · · · · · · · · · · · · · · ·		RECORDS INVENTORY
for each new or revised record series.	Records Mana	gement Program	PAGE OF
1. Department	2. Division		3. Unit
office of LAW	CITY CLERK		
DEFINITION - RECORD SERIES - A groudisposition purposes.	up of related records no	ormally filed and used as	a unit for reference as well as retention and
4. Record Series Title: Minutes of Boar	rds and Commissions		5. Earliest Year/Latest Year 1995 to 1996
6. Record Series Description (Briefly describe of the series.	the types of informatio	n/documents/forms found	in the series. Include the purpose or function
These files contain the original approved	Minutes of the meetir	ngs of the various Board	Is and Commissions.
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume
□ Letter Size □ Micro Film □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	□ Alphabetical □ Numerical ☑ Chronological		Number DFile Drawer(s) /
	□ Geographical □ Other (Specify)		10. Annual Accumulation
			□ Microfilm Reel(s) □ Computer Tape(s) □ Other (Specify)
11. File is Used Yearly		12. File Becomes Inac	ctive After
□ Daily □ Weekly □ Mont	thly	1 Number □ Year(s)	
13. Current Location(s) (Bldg. Floor, Roo Office of Law	m)	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) No exes Liason offices of Board	
15. Access Restrictions □ Yes ☑ No (If yes, cite law(s) & regulations)		16. Audit Requirements ☑ None □ State □ Federal □ Independent	
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes ☑ No		18. Recommended Re	etention
19. Name and Title of Preparer Patri	icia L. Bembe, CMC/A	AAE	
20. Telephone Number 263-7	7942		21. Date 9/6/96

	structions - Prepare a separate form r each new or revised record series. CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY
for each new or revised record series.			PAGE OF
1. Department	2. Division		3. Unit
OFFICE OF LAW	CITY CLERK		·
DEFINITION - RECORD SERIES - A gro disposition purposes.	up of related records no	ormally filed and used as	a unit for reference as well as retention and
4. Record Series Title: Financial Disc	losures		5. Earliest Year/Latest Year 1993 to 1996
6. Record Series Description (Briefly describ of the series.	e the types of informatio	n/documents/forms found	in the series. Include the purpose or function
These are statements of financial interest f City Code Chapter 2.08.	iled annually by vario	ous elected, appointed a	nd civil service employees as required by
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume
✓ Letter Size □ Micro Film	Alphabetical		Number Number
□ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	□ Numerical □ Chronological □ Geographical		File Drawer(s) /4 □ Microfilm Reel(s) □ Computer Tape(s) □ Other (Specify)
	□ Other (Specify)		10. Annual Accumulation
			□ Microfilm Reel(s) □ Computer Tape(s) □ Other (Specify)
11. File is Used	1	12. File Becomes Inac	ctive After
□ Daily □ Weekly □ Mor	nthly	Number □ M	Ionth(s) Year(s)
13. Current Location(s) (Bldg. Floor, Roo Office of Law	om)	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☑ No □ Yes	
15. Access Restrictions □ Yes ☑ No (If yes, cite law(s) & regulations)		16. Audit Requirements ☑ None □ State □ Federal □ Independent	
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes ☑ No		-	
19. Name and Title of Preparer Patr	icia L. Bembe, CMC/A	AAE	
20. Telephone Number 263-	7942		21. Date 9/6/96

Instructions - Prepare a separate form		ANNAPOLIS	RECORDS INVENTORY	
for each new or revised record series.	Records Management Program		PAGE OF	
1. Department	2. Division		3. Unit	
OFFICE OF LAW	CITY CLERK			
DEFINITION - RECORD SERIES - A groundisposition purposes.	ıp of related records no	ormally filed and used as	a unit for reference as well as retention and	
4. Record Series Title: Agreements	<u>. </u>		5. Earliest Year/Latest Year VOVICE to 1996	
6. Record Series Description (Briefly describe of the series.	the types of information	n/documents/forms found	in the series. Include the purpose or function	
These files contain Agreements between t	he City of Annapolis a	and various individuals	/entities.	
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume	
□ Letter Size □ Micro Film □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	Alphabetical Numerical Chronological Geographical Other (Specify)		Number Number File Drawer(s) 4 □ Microfilm Reel(s) □ Computer Tape(s) □ Other (Specify)	
			10. Annual Accumulation File Drawer(s)	
11. File is Used □ Daily □ Weekly ✓ Monthly		12. File Becomes Inactive After Varies per Agreement Month(s)		
13. Current Location(s) (Bldg. Floor, Room) Office of Law		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) No □ Yes		
15. Access Restrictions		16. Audit Requirements ✓ None □ State □ Federal □ Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes □ No		18. Recommended Re	etention	
19. Name and Title of Preparer Patri	icia L. Bembe, CMC/A	AAE		
20. Telephone Number 263-7942		21. Date 9/6/96		

1,2

		ANNAPOLIS	RECORDS INVENTORY
for each new or revised record series.	Records Management Program		PAGEOF
1. Department	2. Division		3. Unit
OFFICE OF LAW	CITY CLERK		
DEFINITION - RECORD SERIES - A groudisposition purposes.	ip of related records no	ormally filed and used as	a unit for reference as well as retention and
4. Record Series Title: Annexations			5. Earliest Year/Latest Year 1978 to 1996
6. Record Series Description (Briefly describe of the series.	the types of informatio	n/documents/forms found	in the series. Include the purpose or function
These files contain Annexation Petitions t	ogether with supporti	ing and background do	cuments.
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume
□ Letter Size □ Micro Film □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	□ Alphabetical □ Numerical □ Chronological □ Geographical □ Other (Specify)		Number Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)
			10. Annual Accumulation File Drawer(s) 4 drawer Microfilm Reel(s) Computer Tape(s) Other (Specify)
11. File is Used (During process) Daily Weekly Monthly		12. File Becomes Inac Approximately Mumber	ctive After Conth(s) \(\sum Year(s) \)
13. Current Location(s) (Bldg. Floor, Roo Office of Law	m)	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ✓ No □ Yes	
15. Access Restrictions □ Yes ☑ No (If yes, cite law(s) & regulations)		16. Audit Requirements None □ State □ Federal □ Independent	
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes ♥ No		18. Recommended Re	etention
19. Name and Title of Preparer Patri	cia L. Bembe, CMC/A	AAE	
20. Telephone Number 263-7942 21. Date 9/6/96			

structions - Prepare a separate form CITY OF ANNAPOLIS		RECORDS INVENTORY	
for each new or revised record series.	Records Management Program		PAGEOF
1. Department	2. Division		3. Unit
OFFICE OF LAW	CITY CLERK		
DEFINITION - RECORD SERIES - A grodisposition purposes.	oup of related records no	ormally filed and used as	a unit for reference as well as retention as
4. Record Series Title: Legislation			5. Earliest Year/Latest Year [99] to 1996
6. Record Series Description (Briefly describ of the series.	e the types of information	on/documents/forms found	in the series. Include the purpose or function
These files contain the original ordinances a documents, if any.	and resolutions adopte	d by the City Council to	ogether with supporting and backgroun
7. Record Series Format(s)	8. Record Series Se	equence	9. Volume
□ Letter Size □ Micro Film □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	□ Alphabetical □ Numerical □ Chronological □ Geographical □ Other (Specify)		Number Pile Drawer(s) 6 □ Microfilm Reel(s) □ Computer Tape(s) □ Other (Specify)
			10. Annual Accumulation Number File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (Specify)
11. File is Used		12. File Becomes Inac	ctive After
Daily Weekly Mor	athly Yeurs	Number DM	lonth(s) □ Year(s)
13. Current Location(s) (Bldg. Floor, Roo Office of Law	om)	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) No □ Yes	
15. Access Restrictions		16. Audit Requirements None □ State □ Federal □ Independent	
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes □ No "O" - Ordinances; "R" -Resolutions; "CA"-charter amendmts Numerical order ending with year of introduction, i.e., O-1-96; R-1-96; CA-1-96.		18. Recommended Re	
19. Name and Title of Preparer Patr	icia L. Bembe, CMC/A	AAE	
20. Telephone Number 263-	7942		21. Date 9/6/96

Instructions - Prepare a separate form CITY OF ANNAPOLIS		RECORDS INVENTORY		
for each new or revised record series.	each new or revised record series. Records Management Program		PAGE	OF
1. Department	2. Division		3. Unit	
OFFICE OF LAW	CITY CLERK			
DEFINITION - RECORD SERIES - A groudisposition purposes.	up of related records no	ormally filed and used as	a unit for refere	nce as well as retention and
4. Record Series Title: Minutes Books			5. Earliest Ye	ear/Latest Year to 1996
6. Record Series Description (Briefly describe of the series.	the types of informatio	n/documents/forms found	in the series. Inc	lude the purpose or function
These books contain the original approve	d Minutes of the meet	tings of the City Counc	il.	
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume	
□ Letter Size □ Micro Film □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	□ Alphabetical □ Numerical □ Chronological □ Geographical □ Other (Specify)		□ Microfil □ Comput □ Other (S □ I Codd 10. Annual Ac □ File Dra □ Microfil □ Comput □ Other (S	Number wer(s) m Reel(s) er Tape(s) Specify) A hound Number wer(s) m Reel(s) er Tape(s) specify) 4 hook Urange Parent Pa
13. Current Location(s) (Bldg. Floor, Room)		Number 14. Is Record Series Duplicated Elsewhere? (If yes, specify office)		
Office of Law		✓ No □ Yes		
15. Access Restrictions □ Yes □ No (If yes, cite law(s) & regulations)		16. Audit Requirements ✓ None □ State □ Federal □ Independent		
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes □ No		18. Recommended Ro	etention	
19. Name and Title of Preparer Patri	cia L. Bembe, CMC/A	AAE		
20. Telephone Number 263-7942 21. Date 9/6/96				

•			
Instructions - Prepare a separate form	ructions - Prepare a separate form ach new or revised record series. CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY
for each new or revised record series.			PAGEOF
1. Department	2. Division		3. Unit
OFFICE OF LAW	CITY CLERK		
DEFINITION - RECORD SERIES - A grodisposition purposes.	up of related records no	ormally filed and used as	a unit for reference as well as retention and
4. Record Series Title: City Code and	Supplements		5. Earliest Year/Latest Year 1986 to 1996
6. Record Series Description (Briefly describe of the series.	e the types of informatio	n/documents/forms found	in the series. Include the purpose or function
The Code and Supplements contain the amendments to the Code that have been			. The bound supplement book contains
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume
□ Letter Size □ Micro Film □ Legal Size □ Computer Tape □ Bound Books □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	□ Alphabetical □ Numerical □ Chronological □ Geographical □ Other (Specify)		Number ✓ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (Specify)
Supplements			10. Annual Accumulation Number
			□ Computer Tape(s) □ Other (Specify)
11. File is Used Yearly	<u></u>	12. File Becomes Inac	ctive After
□ Daily □ Weekly □ Mon	thly	Number □ M	Ionth(s)
13. Current Location(s) (Bldg. Floor, Room) Office of Law		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☑No □ Yes	
15. Access Restrictions □ Yes ☑ No (If yes, cite law(s) & regulations)		16. Audit Requirements None □ State □ Federal □ Independent	
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes □ No		18. Recommended Ro	etention
19. Name and Title of Preparer Patri	icia L. Bembe, CMC/A	AAE	
20. Telephone Number 263-	7942		21. Date 9/6/96

Instructions - Prepare a separate form CITY OF ANNA			RECORDS INVENTORY	
for each new or revised record series.	ord series. Records Manageme		PAGEOF_	
1. Department	2. Division		3. Unit	
OFFICE OF LAW	CITY CLERK			
DEFINITION - RECORD SERIES - A groudisposition purposes.	ip of related records no	rmally filed and used as	a unit for reference as well	as retention and
4. Record Series Title: City Council Tap	oes		5. Earliest Year/Latest Year 1985 to 1996	
6. Record Series Description (Briefly describe of the series.	the types of information	n/documents/forms found	in the series. Include the pu	rpose or function
These tapes are recordings of City Counc	il meetings from whic	h Minutes are prepared	l.	
7. Record Series Format(s)	8. Record Series Se	quence	9. Volume	
□ Letter Size □ Micro Film □ Legal Size □ Computer Tape	□ Alphabetical			<u>Number</u>
□ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape	□ Numerical		□ File Drawer(s) □ Microfilm Reel(s)	· · ·
□ Other (Specify)	₩ Chronological		□ Computer Tape(s ☑ Other (Specify) ☑)
	□ Geographical		Dotner (specify)	boxes
	□ Other (Specify)		10. Annual Accumulati	on
			□ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (Specify) 1/2 Standa	
11. File is Used 2-3x a year	·	12. File Becomes Inac	tive After	
□ Daily □ Weekly □ Mon	thly	✓ Month(s) □ Year(s) Number		(ear(s)
13. Current Location(s) (Bldg. Floor, Roo Office of Law - one box Remainder in basement	m)	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) No □ Yes		
15. Access Restrictions □ Yes ☑ No (If yes, cite law(s) & regulations)		16. Audit Requirements None □ State □ Federal □ Independent		dent
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes ♥ No		18. Recommended Retention Retain Xyears after approval of Minutes, thereafted destroy.		thereafter
19. Name and Title of Preparer Patri	cia L. Bembe, CMC/A	AAE		
20. Telephone Number 263-7942		21. Date 9/6/96		

'Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program		RECORDS INVENTORY	
10r each new or revised record series.	Kecorus manaş	gement Program	PAGE1 OF7	
1. Department	2. Division	·	3. Unit	
Dity Curk	L			
DEFINITION - RECORD SERIES - A groudisposition purposes.	p of related records no	rmally filed and used as	a unit for reference as well as retention and	
4. Record Series Title LICENSE	S		5. Earliest Year/Latest Year 95 to 96	
6. Record Series Description (Briefly describe of the series.	the types of information	n/documents/forms found	in the series. Include the purpose or function	
CURRENT AMUSEMENT, CLOSING OUTHEATER, AND TOWING FILES	JT SALE, CIRCUS, FO	ORTUNETELLER, PA	WNBROKER, PEDDLER, SOLICITOR,	
7. Record Series Format(s)	8. Record Series Sec	quence	9. Volume	
□ Letter Size □ Micro Film ☑ Legal Size □ Computer Tape	⊠ Alphabetical		<u>Number</u>	
□ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape	□ Numerical		⊠ File Drawer(s) 1	
□ Other (Specify)	□ Chronological		□ Microfilm Reel(s) □ Computer Tape(s)	
	□ Geographical		□ Other (Specify)	
	□ Other (Specify)		10. Annual Accumulation	
			<u>Number</u>	
<u> </u>			 ☑ File Drawer(s) 1 ☐ Microfilm Reel(s)	
		·	□ Computer Tape(s) □ Other (Specify)	
			o other (openly)	
11. File is Used		12. File Becomes Inac	tive After	
□ Daily ❷ Weekly □ Mont	hly	1 □ Month(s) ⊠ Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room) ROOM 102 160 DUKE OF GLOUCESTER, ANNAPOLIS 21401		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) No □ Yes		
15. Access Restrictions □ Yes	⊠ No	16. Audit Requirements		
(If yes, cite law(s) & regulations)		None □ State □ Federal □ Independent		
17. Is an index system used? (If yes explai	n briefly and	18. Recommended Re	tention	
describe any hardware/software.) □ Yes ⊠ No		KEEP CURRENT AI	ND ONE YEAR PRIOR	
		then destro	Sy .	
19. Name and Title of Preparer DEBC	ORAH HEINBUCH, C	CMC/AAE		
20. Telephone Number 263-7942	20. Telephone Number 263-7942 21. Date August 23, 1996			

· Jane

Instructions - Prepare a separate form CITY OF ANNA		· ·	RECORDS INVENTORY	
for each new or revised record series.	Records Manag	gement Program	PAGE3 OF7	
1. Department	2. Division		3. Unit	
LAN City Clerk	АВСВ			
DEFINITION - RECORD SERIES - A groundisposition purposes. Alandia	ip of related records no Beverage Contr	rmally filed and used as	a unit for reference as well as retention and yent and Back-up files	
4. Record Series Title 7 ABCR BA	CKUP FILES		5. Earliest Year/Latest Year VARIOUS to 95	
6. Record Series Description (Briefly describe of the series.	the types of information	ı/documents/forms found	in the series. Include the purpose or function	
RENEWAL FORMS, COMPLAINTS, IN	ISPECTIONS, LICE	NSE CHANGES		
7. Record Series Format(s)	8. Record Series Sec	quence	9. Volume	
□ Letter Size □ Micro Film Legal Size □ Computer Tape	⊠ Alphabetical		<u>Number</u>	
□ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape	□ Numerical		 ⊠ File Drawer(s) 4 □ Microfilm Reel(s) 4 □	
Other (Specify)	□ Chronological		□ Computer Tape(s)	
	□ Geographical		U Other (Specify)	
	□ Other (Specify)		10. Annual Accumulation	
			Number Number	
	l ———		 ⊠ File Drawer(s) 1 □ Microfilm Reel(s)	
	1		□ Computer Tape(s) □ Other (Specify)	
		,		
11. File is Used		12. File Becomes Inac	tive After	
□ Daily □ Weekly ⊠ Mont	thly	1 □ Month(s) ⊠ Year(s) Number		
13. Current Location(s) (Bldg. Floor, Room ROOM 102 160 DUKE OF GLOUCESTER, ANNAPO	·	14. Is Record Series Duplicated Elsewhere? (If yes, specify office)		
15. Access Restrictions □ Yes	⊠ No	16. Audit Requirements		
(If yes, cite law(s) & regulations)		None □ State □ Federal □ Independent		
17. Is an index system used? (If yes explain	in briefly and	18. Recommended Re	etention	
describe any hardware/software.) □ Yes ⊠ No		KEEP UNTIL ESTABLISHMENT GOES OUT OF BUSINESS, Hen destroy		
19. Name and Title of Preparer DEBC	ORAH HEINBUCH, C	CMC/AAE		
20. Telephone Number 263-7942			21. Date August 23, 1996	

<u>Instructions</u> - Prepare a separate form for each new or revised record series.	1	NNAPOLIS	RECORDS INVENTORY
	Records Mana	gement Program	PAGE6 OF7
1. Department Like City Clerk	2. Division ELECTION		3. Unit
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title Election CAMPAIG	N FUND REPORTS		5. Earliest Year/Latest Year 93 to 96
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.			
REPORT OF CONTRIBUTIONS RECEIVED AND EXPENDITURE FOR AN ELECTION CYCLE			
7. Record Series Format(s)	8. Record Series Sequence		9. Volume
□ Legal Size □ Micro Film □ Legal Size □ Computer Tape □ Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (Specify)	□ Alphabetical □ Numerical ⊠ Chronological □ Geographical □ Other (Specify)		Number □ File Drawer(s) 1 □ Microfilm Reel(s) □ Computer Tape(s) □ Other (Specify) □ 10. Annual Accumulation
			Number □ File Drawer(s) 1 □ Microfilm Reel(s) □ □ Computer Tape(s) □ □ Other (Specify)
11. File is Used		12. File Becomes Inactive After	
□ Daily ⊠ Weekly □ Monthly		4 □ Month(s) ≅ Year(s) Number	
13. Current Location(s) (Bldg. Floor, Room) ROOM 102 160 DUKE OF GLOUCESTER, ANNAPOLIS 21401		14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☑ No □ Yes	
15. Access Restrictions □ Yes ⊠ No (If yes, cite law(s) & regulations) Av4 33 Fluchow		16. Audit Requirements	
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) □ Yes ☑ No		18. Recommended Retention PERMANENT	
19. Name and Title of Preparer DEBORAH HEINBUCH, CMC/AAE			

20. Telephone Number 263-7942

21. Date August 23, 1996